May 16, 2023 Board Meeting

agenda	DOGUMENT	
item	DOCUMENT CTO, Secretary Pro Temp, Roll Call, Pledge, Additions (5 minutes)	Section 1
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	rigerius -	
6	Resolutions for Kathy Meierhoff and Jon Heintzelman, Notarizing (action) (15 minutes)	
	Resolution _2023-05-16-A_ Kathy Meierhoff	2
	Resolution _2023-05-16-B_ Jon Heintzelman	3
7	Opportunity to Address Board: 5 minutes per person per meeting (5 minutes)	
•	Decord Manufact Oction Naturalists (40 minutes)	
8	Board Member Oath of Office, Notarizing (10 minutes) Board Member Oath of Office	4
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9	Appointment of Board of Trustee Officers (action) (5 minutes)	
	Section 3 - Board of Trustees Officers	5
10	Director Proposal, Board Discussion: Change Bylaws and Policy Committee (action) (5 minutes)	
	Proposal to Update List of Board Committees	6
11	Appointment of Board of Trustee Committee Members and Chairpersons (action) (15 minutes)	
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12	Approval of Minutes (action) (3 minutes)	
	Regular Minutes 2023Apri18	8
13	Director's Report (10 minutes)	
	Director's Report	9
	April FY Statistics Graphs	10
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	Friends of the Library April Request	12
14	Financial Reports (action) (5 minutes)	
14	April Detailed Revenue/Expenditures Report	13
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	Approval of Checks (action) (5 minutes)	
	April 2023 Check Disbursement	14
16	Committee Reports (10 minutes)	
17	Old Business (5 minutes)	
	,	
18	New Business	
	RESOLUTION NO2023-05-16-C_ Resolution Adopting Prevailing Wage Rates (action) (3 minutes)	15
	FY23-24 Annual Work Plan Draft (5 minutes)	16
19	Executive Session(s) if needed	
20	Any and All Other Business (5 minutes)	
21	Adjournment (1 minute)	

Lake Bluff Public Library Board of Library Trustees Meeting Tuesday, May 16, 2023 at 7:00 PM

123 E. Scranton Ave, Lake Bluff, IL 60044

The in-person meeting will be simulcast for any members of the public who do not wish to attend the meeting in-person at the Lake Bluff Public Library building. Questions related to the Library agenda can be sent before or during the meeting to Library Director Renee Grassi at rgrassi@lakeblufflibrary.org. The meeting will be recorded, with the recording made available through the Library's website. For any questions, contact at Renee Grassi at 847-234-2540 or rgrassi@lakeblufflibrary.org.

NOTICE: Members of the public may attend in-person or participate in the meeting remotely via:

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Agenda

- 1. Call to Order
- 2. Identify Secretary Pro Temp (1 minute)
- 3. Roll Call (7:00pm) (1 minute)
- 4. Pledge of Allegiance (1 minute)
- 5. Additions & Corrections to the Agenda (2 minutes)
- 6. Resolutions for Kathy Meierhoff and Jon Heintzelman & Notarizing (action) (15 minutes)
- 7. Opportunity for Public to Address the Board (5 minutes) Limit 5 minutes per person per meeting.
- 8. Board Member Oath of Office & Notarizing of Oath (10 minutes)
- 9. Appointment of Board of Trustee Officers (action) (5 minutes)
- 10. Director Proposal and Board Discussion: Change Bylaws and Policy Committee (action) (5 minutes)
- 11. Appointment of Board of Trustee Committee Members and Chairpersons (action) (15 minutes)
- 12. Approval of Minutes
 - a. Approval of Minutes of April 18, 2023 Board Meeting (action) (3 minutes)

13. Director's Report (10 minutes)

- a. Director's Report
- b. Library Statistics
- c. Friends of the Library April Request

14. April 2023 Financial Reports – Detailed Revenue/Expense (action) (10 minutes)

- a. Discussion of Library Balance Sheet
- b. April Detailed Revenue & Expense Report

15. Approval of checks (action) (5 minutes)

a. April Monthly Checks (15579-15617)

16. Committee Reports (10 minutes)

(Met)

- a. Finance Committee (CHAIR: Hayes. MEMBERS: Meierhoff and Zaute.)
- b. Human Resources Committee (CHAIR: Graziano. MEMBERS: Jerch and Shaul.)
- c. Intergovernmental Committee (MEMBERS: Jerch and Grassi.)

(Did Not Meet)

- a. Building and Grounds Committee (CHAIR: Jerch. MEMBERS: Meierhoff and Shaul.)
- b. Special Topics Committee (AD HOC) (MEMBERS: Jerch, Meierhoff, Shaul, and Zaute.)
- c. Bylaw and Policy Committee (MEMBERS: Heintzelman and Meierhoff.)
- d. Campaign Planning Committee (AD HOC) (MEMBERS: Heintzelman, Meierhoff, and Jerch.)
- e. Outreach Committee (CHAIR: Graziano. MEMBERS: Jerch.)
- f. Long Range Planning Committee (MEMBERS: Hayes, Heintzelman, and Zaute.)
- g. Technology Committee (CHAIR: Zaute. MEMBERS: Hayes and Shaul.)

17. Old Business

a. Further discussion re: Trustee Recognition Fund

18. New Business

- a. RESOLUTION NO. _2023-05-16-C_ Resolution Adopting Prevailing Wage Rates (action) (3 minutes)
- b. FY23-24 Annual Work Plan Draft (5 minutes)

19. Executive Session(s) if needed

- a. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 and in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (21)
- b. To discuss the appointment, compensation, discipline, performance or dismissal of specific employees of the public body in compliance with the Open Meetings Act 5 ILCS 120/2 (c) (1)

20. Any and all other business which may properly come before the Board (5 minutes)

21. Adjournment (1 minute)

Attachments

- Resolution Kathy Meierhoff
- Resolution Jon Heintzelman
- Library Trustee Oath of Office
- Proposal to Update List of Board Committees
- Section 3 Board of Trustees Officers
- Section 3 List of Board Committees
- Regular Minutes 2023April18
- Director's Report
- April FY Statistics Graphs
- April Statistics 3 Year Graphs
- Friends Fund Request April 2023
- RESOLUTION NO. _2023-05-16-C_ 2023 Prevailing Wage Notice
- FY2023-2024 Annual Work Plan Draft

Upcoming Board Meetings:

June 20, 2023: IN PERSON
 July 18, 2023: IN PERSON
 August 15, 2023: IN PERSON

RESOLUTION NO. 2023-05-16-A

Resolution of Thanks to Kathy Meierhoff Lake Bluff Public Library

WHEREAS, Kathy Meierhoff was elected to the Board of Library Trustees in May 2011, and was elected to 2 subsequent four-year terms in 2015 and 2019, and;

WHEREAS, Ms. Meierhoff made significant impact on the Board in various leadership positions, such as Secretary, as well as Member and Chairperson of various Library Board Committees, and;

WHEREAS, Ms. Meierhoff assumed the office of Library Board President in 2013 and, in this role, contributed to the organization's impact in the Lake Bluff community for a decade, and;

WHEREAS, Ms. Meierhoff brought attention and discernment to evaluating monthly expenditures that contributed positively to accountability, fiscal responsibility and effective communication and transparency by the Library, and;

WHEREAS, Ms. Meierhoff helped contribute to the efficiency and timeliness of the monthly Library Board meetings, and;

WHEREAS, Ms. Meierhoff, in her time on the Board, helped oversee many building and furnishing projects from the replacement of the roof, the installation of the new Lake Bluff Library interior sign to, most recently, the completion of the Stroh Reading Room in honor of former Library Trustee, the late Carole Stroh, and;

WHEREAS, Ms. Meierhoff contributed to the onboarding, learning, and overall development of her fellow Trustees and new Library Director as she assumed her innate role of mentor, coach, and teacher, and;

WHEREAS, Ms. Meierhoff discharged her responsibilities faithfully and in the spirit of service to the community.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Kathy Meierhoff for twelve years of service to the Village of Lake Bluff as a Library Trustee.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Ms. Meierhoff with a signed copy of this resolution and a Certificate of Thanks.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of May, 2023 by a vote of:

YEAS:	
NAYS:	
ABSENT OR NOT VOTING:	
	President
	The Board of Library Trustees of the Lake Bluff Public Library
ATTEST:	
Conneto my	

Secretary
The Board of Library Trustees of the
Lake Bluff Public Library

RESOLUTION NO. 2023-05-16-B

Resolution of Thanks to Jon Heintzelman

Lake Bluff Public Library

WHEREAS, Jon Heintzelman was elected to the Board of Library Trustees in May 2019, and;

WHEREAS, Mr. Heintzelman, in his time on the Board, brought necessary attention and leadership to the importance of strategy and long-range planning for the organization, and;

WHEREAS, Mr. Heintzelman was a driving force in the creation of the Lake Bluff Public Library Foundation and its significant financial contributions to ensure the sustainability of the organization, and;

WHEREAS, Mr. Heintzelman was an advocate and regular contributor to Board Meetings voicing appreciation for Lake Bluff Public Library staff, and;

WHEREAS, Mr. Heintzelman is quoted saying "The library deserves our substantial and continued support. I believe that the more educated we become as a society, the more civil we become, and that is a goal worth striving for. Libraries can play a critical positive role in this process. Our Lake Bluff Library in particular continues to serve this community as a valuable and critical resource in this so valued endeavor," and;

WHEREAS, Mr. Heintzelman discharged his responsibilities faithfully and in the spirit of service to the community.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows: SECTION 1: RECOGNITION AND THANKS

The Board of Trustees hereby recognizes and thanks Jon Heintzelman for four years of service to the Village of Lake Bluff as a Library Trustee.

SECTION 2: NOTIFICATION OF RESOLUTION

The Board hereby directs the Library Director to provide Mr. Jon Heintzelman with a signed copy of this resolution and a Certificate of Thanks.

SECTION 3: EFFECTIVE DATE

This Resolution shall be in full force and effect from and after its passage and approval.

PASSED by the Board of Library Trustees on the 16th day of May, 2023 by a vote of:

YEAS:		
NAYS:		
ABSENT OF	R NOT VOTING:	
		President
		The Board of Library Trustees of the Lake Bluff Public Library
ATTEST:		
	Secretary	T
	The Board of Library Lake Bluff Public Lib	
	Lake Bluff Public Lib	orary

Board Member Oath of Office

OATH OF OFFICE STATE OF ILLINOIS)		
COUNTY OF) SS)		
	t I will faithfully discl	ne Constitution of the Unite harge the duties of the offic	
Signature of Person Ma	king Oath		
Signature of Persons Ac	dministering Oath	Date:	
PLEASE PROVIDE THE	E FOLLOWING INF	FORMATION:	
Governmental Unit			
Office and Term			
Elected Official's Name			
Address (House Number	er and Street or Roa	ad Name)	
City and Zip			
Home Phone			
Work Phone (if applicab	ole)		

1.3.6 Board Officers

The officers of the Board shall be a President, a Vice-President, a Secretary, and a Treasurer. Officers shall be elected at the Annual Meeting by majority vote of the Board to fill a one-year term. Nominations, with the consent of the nominee, will be made at the Annual Meeting. No Trustee shall hold more than one office at a time. In the event of a resignation, an election to fill the unexpired term of that office shall be conducted.

All officers shall sign such official and financial documents as necessary, including but not limited to contracts, grant applications, and checks. All officers shall be bonded as specified by law. All officers shall perform any other duties as may be assigned by the Board. Specific job descriptions of the officers are as follows:

- President The President of the Board shall preside at all regular and special meetings of the Board, authorize calls for any special meetings, execute and sign all documents authorized by the Board, approve agendas for regular and special meetings, serve as the Library's representative to the Village of Lake Bluff, and generally perform all duties associated with that office and as assigned by the Board. The President also serves as an ex-officio member of all committees, with the same expectations and rights as any other member of each committee. The President's attendance counts towards a quorum.
- <u>Vice President</u> The Vice-President shall assume and perform all duties of the President in the temporary absence of the President. In case of the permanent absence of the President, by resignation or otherwise, the Vice-President shall assume and perform all duties of the President until such time as a successor is elected.
- <u>Treasurer</u> –The Treasurer shall serve as the Board's financial officer and Chairperson of the Finance Committee. The Treasurer shall cause to be received and safely kept all monies belonging to the Library in depositories approved and designated by the Board, in the name of the Library or in such other investments as may be authorized by law, and shall disburse the same only upon the authority of the Board. The Treasurer shall cause to have prepared a monthly report to the Board of all receipts and disbursements and shall review and report on the annual financial audit. In the absence of the President and Vice President, the Treasurer shall act as President. In the absence of the Treasurer, the President or Vice President may perform the duties of the Treasurer.
- Secretary The Secretary shall keep a true and accurate record of all meetings, both regular and special, of the full Library Board. In the absence of the President, Vice President, and Treasurer the Secretary shall serve as President. In the absence of the Secretary, the President shall appoint a secretary pro tempore to keep a record of the meeting. The Secretary shall also maintain any other records required by law.

Proposal to Library Board of Trustees from Library Director

RE: Change Bylaws and Policy Committee from Ad-Hoc to New Standing Committee

Proposed change to Policy 1.6.1, addition of the following:

Bylaws and Policy Committee – The Bylaws and Policy shall be comprised of at least two
Trustees and the Library Director. Responsibilities include but are not limited to creating and
adhering to regular schedule of library policy review, reviewing recommendations from Library
Staff for policy changes, discussing changes to current library policy, and making
recommendations for policy changes to the Library Board.

See attached policy for reference: 1.6 Board Committees, 1.6.1 Standing Committees

Respectfully submitted,

Renee Grassi

1.6 Board Committees

1.6.1 Standing Committees

Library Trustees shall be appointed to Standing Committees at the Annual Meeting by a majority vote of the Trustees. Standing Committees shall consist of at least two Trustees. Each Committee shall elect a chairperson. New Standing Committees may be designated by a resolution adopted by a majority of the Trustees present at a meeting at which a quorum is present. Any Trustee may be removed from a Committee by majority vote of the Board of Library Trustees should, in the judgment of the Trustees, the best interests of the Library be served by such a removal. Specific Standing Committees are:

- <u>Building and Grounds Committee</u> Responsibilities include reviewing proposals for the repair or improvement of the building and/or landscaping and making recommendations to the Board.
- <u>Community Engagement Committee</u> Responsibilities include acting as community liaison to community and library organizations, including the 'Reaching Across Illinois Library System' (RAILS). This Committee shall also undertake any measures necessary to communicate with the public regarding the Library's status, activities, and needs.
- <u>Finance Committee</u> The Treasurer shall be included as a member of this committee.
 Responsibilities include but are not limited to approving a preliminary Budget for Board approval, recommending a tax levy for Board approval, and monitoring funds invested according to the Library's investment policy.
- <u>Human Resources Committee</u> Responsibilities include preparation of the annual review of the Library Director for discussion by the Trustees prior to the formal review, and assisting the Library Director in the preparation of his/her annual goals for the coming year. The Library Director is responsible for the annual review of all other Library employees.
- Intergovernmental Committee The Intergovernmental Committee shall be comprised of at least two Trustees and the Library Director. As established by the 1999 Intergovernmental Agreement between the Lake Bluff History Museum, the Village of Lake Bluff, and the Lake Bluff Public Library, an Intergovernmental Committee of two Museum Representatives, two Library Trustees, and a Village Representative shall meet four times annually to discuss concerns and coordinate activities relating to both the Museum and the Library. The Committee Chair shall prepare an annual report.
- Long Range Planning Committee Responsibilities include working with Library staff in the preparation of a Long Range Plan. A Long Range or Strategic Plan of some type should always be in place.
- <u>Technology Committee</u> Responsibilities include assessing the Library's technology needs and making recommendations to the Board.

Lake Bluff Public Library Library Board of Trustees Meeting Tuesday, April 18, 2023, at 7 PM

123 E Scranton Avenue, Lake Bluff, IL 60044

Notice: This meeting of the Lake Bluff Library Board of Trustees was held without a quorum of Trustees physically present. The meeting was conducted with all Trustees attending remotely via electronic means. This method is authorized by Executive Order of the Governor (COVID-19 Executive Order No. 5, March 16, 2020). Guidelines and access codes were published before the meeting so members of the public could log in. As required by law, at least one representative from the Library was present at the Library while participating in the meeting.

- **1. Call to Order:** Library Director Renee Grassi called the meeting to order at 7:02 pm. Trustees Heintzelman, Meierhoff, Jerch, Graziano, and Zaute were present; Trustees Hayes and Shaul were absent. Also present were Library Employees O'Hara, Chapman, Jarvi, and Horner.
- 2. Additions & Corrections to the Agenda: There were none.
- 3. Opportunity for Public to Address the Board: No requests.
- **4. Approval of March 21 Minutes:** O'Hara said that in item 5, Horner was misidentified as Director of Adult Services; it should be O'Hara. Heintzelman moved to approve the amended minutes of the March 21 meeting; Zaute seconded; all voted aye.
- **5. Director's Report:** Grassi gave the trustees opportunities to thank Meierhoff and Heintzelman for their service as trustees, this being their last meeting; many thanks and well wishes came from all present. Grassi said that she would have more formal comments at the May reception for outgoing and incoming trustees. She also noted that the May 2023 meeting will be the first in-person meeting in 3 years, as the COVID-19 emergency precautions will be lifted on May 1.
 - The management team is completing end-of-year staff performance reviews and salary increase information will be given out before the FY23-24 begins.
 - Communications and Marketing reported that the International Transgender Day of Visibility was well-received, especially on social media.
 - O'Hara is now Adult Services and Technology manager.
 - The seed library is going strong, thanks to Chapman.
 - The new hot water heater was installed on March 29.
 - Passport demand nation-wide is swamping the State Dept's ability to get applications processed; our staff
 can only sympathize with those who come in to apply for passports and warn them that the wait may be
 lengthy, even if the applicant pays extra for expedited service.
 - Both programming and circulation are back to pre-pandemic levels.

6. March 2023 Financial Reports: Detailed Balance and Revenue/Expense

- a. Balance and Revenue: Grassi reported that we've received 100% of our expected tax revenue; the Village contribution of roughly \$10,000 will come in soon, and passport revenue was double the amount expected for FY22-23.
- **b. Expense:** Grassi was able to give staff appreciation bonuses as a result of underspent budget items, mostly from the difference in the new Director's salary. The furniture expenditures went over budget, as authorized by the trustees, but the collections budget was underspent; Grassi hope to fully spend that particular budget item during the FY23-24.

Zaute moved to approve the March 2023 financial reports; Meierhoff seconded; all voted aye.

7. Approval of March 2023 monthly checks # 15562-15578: Grassi noted that there are now fewer monthly checks due to the use of a credit card and an Amazon business account. Zaute moved to approve the March 2023 checks #15562-15578; Heintzelman seconded; all voted age.

8. Committee Reports:

(Met)

- **a. Finance:** (Chair: Hayes, Members: Meierhoff and Zaute) Zaute reported meeting March 7 to discuss insurance for employees and increasing the budget for premiums (approved at March board meeting); they also discussed staff bonuses to be funded by other salary offsets.
- **b. Human Resources:** (Chair: Graziano, Members: Jerch and Shaul) Graziano reported meeting jointly with HR committee on April 6 to finalize staff bonuses and salary increases for FY23-24.

(Did not meet)

- c. Special Topics (ad hoc) (Chair: Meierhoff, Members: Jerch, Shaul, Claire Abrahamson)
- d. Building & Grounds (Chair: Jerch, Members: Meierhoff and Shaul)
- e. Bylaw and Policy: (Members: Heintzelman and Meierhoff)
- f. Campaign Planning (AD HOC): (Members: Heintzelman, Meierhoff, and Jerch)
- g. Community Engagement: (Chair: Graziano, Members: Jerch)
- h. Intergovernmental: (Chair: Graziano, Members: Jerch and Graziano)
- i. Long Range Planning: (Chair: Heintzelman, Members: Hayes and Zaute)
- j. Technology: (Chair: Zaute, Members: Hayes and Shaul)
- **9. Old Business:** Grassi updated us on the book that had been brought to our attention by a community member, The Trayvon Hoax by Joel Gilbert. The book had only been checked out twice, and not for some time, so it was weeded out for that reason, plus that LB Library does not address conspiracy theories or misinformation as a matter of policy. Heintzelman asked about our collection development policy. The Bylaws and Policy Committee will be doing annual reviews of all Library policies. Zaute asked to be put on that committee. All committee rosters will be formed during the May meeting.

10. New Business:

- **a.** Graziano presented a proposal for the creation of a new Library Trustee Recognition Program Fund by the Trustees. The purpose of the Fund would be to hold staff recognition events. Meierhoff pointed out that the Trustees' service to the Board is sufficient and that the proposal be amended so that funds "may be" provided by Trustees if they so choose. Graziano asked Grassi to email the amended proposal to Trustees again so we can provide her with feedback.
- **b.** Chapman provided a calendar of Community Engagement opportunities in order to encourage Trustees to participate in programs and events that involve the Library community. We need to be more visible!
- **11. Executive Session:** There was none.
- **12. Any and all other business which may properly come before the Board:** The planning for the opening of the Stroh Reading Room has been challenging with various members of the Stroh family being otherwise engaged; we discussed details of what we could do to move forward. Also, Meierhoff mentioned that the Special Topics committee still stands and should be made a permanent, not an *ad hoc*, committee. It will meet and set goals next month, as will all the rest of the committees.
- **13. Adjournment:** Heintzelman moved to adjourn the meeting, Zaute seconded; all voted aye. Meeting was adjourned at 8:48 pm.

Respectfully submitted,

Janie Jerch

Director's Report April, 2023



Administration and Human Resources

- The Library's FY22-23 performance evaluations were completed for all employees.
- The Library Director's Staff Recognition Proposal was presented to a joint meeting of the Finance and HR Committees and unanimously approved.
- Continued progress has been made to reduce the organization's disbursement of checks and streamline internal accounting processes.
- Another request for record destruction was submitted to the State of Illinois and approved. This request is for approximately 6 or 7 banker boxes of paper financial records of the last 7 years, which are currently stored in the Library's offsite storage locker. The records are digitized in BS&A, which meets record retention standards.

Communications & Marketing

- The Communications Team developed communication plans for announcing the Stroh Room and the new book drop.
- After research and discussion, the Communications Team
 decided discontinue the Library's Twitter and Pinterest accounts.
 This decision is after several years of decreased engagement
 with the public. As a result, the Library will prioritize staff time
 and communication efforts towards Facebook and Instagram,
 the two most popular platforms. With the future of Twitter's
 functionality unknown, many public libraries are following suit.
 The accounts and the content will not be deleted, in case a
 future use is identified.
- Staff efforts focused on the design and the development of the Library's print newsletter for Summer 2023 throughout the month, including the planning of the Summer Reading Club.
- The Star Library banner was designed and ordered; installation to be coordinated with Museum staff in May.

Social Media Highlights

 Highest received social media post was "National Library Workers Day" with 70 Instagram likes and 39 likes on Facebook.

Lake Bluff Public Library is at Lake Bluff Public Library. April 25 at 7:21 AM - Lake Bluff - ② Today is National Library Workers Day and we wanted to take a moment to acknowledge and celebrate the incredible team we have at the Lake Bluff Public Library. We are so fortunate to have so many talented, dedicated, and hard-working people who are committed to making the Library the best that it can be every day of the year. #BestStaffteer #LibrariesOfInstagram #NationalLibraryWeek #LibrariansOfinstagram #LakeBluff #LibraryStaff #### Total Public Pu

Technology Updates

- Staff streamlined the process for updating the Library's messaging on the phone system. After experiencing several emergency closures in early 2023, staff identified gaps and needed improvements to this procedure.
- As part of the library's effort to evaluate and manage storage space more effectively in the building, staff identified
 dozens of old, broken, and/or defunct technologies throughout the building. Items included an old laminator,
 broken space heaters, and out-of-use computer equipment. Thank you to Martha O'Hara who coordinated a
 significant electronics recycling pick-up with CVI in April.
- Martha O'Hara, Katie Horner, and Renee Grassi consulted with a representative from Innovative to discuss the current contract for the Library's staff and patron catalog software programs. Staff learned of previously underutilized features that are available for implementation with our current agreement, such as staff training, workflow consulting, and software support. Staff also learned about a new product called Vega, a discovery layer that improves the user experience by integrating new features into the catalog, such as integrated meeting room booking, online calendars, marketing tools, and more. A new three-year service agreement was drafted by Innovative and is currently being reviewed by the Library's legal team. This agreement will extend our existing contract with Innovative for another 3 years, locking in the current rate of \$22,500 annually.
- Staff have been utilizing CVI's troubleshooting and technology support at increased rates in April, with several
 computer workstations in disrepair. The Library requested pricing for a new computer for the Adult Programming

Coordinator, whose workstation is no longer in operation and the warranty expired. The Library does not currently have any computers in storage for replacements when a situation like this arises. Thank you to Anna Fifhause whose flexibility, understanding and patience has been greatly appreciated during this delay.

• The Library Director submitted a request for proposal to CVI for staff laptops to support the organization's employees who work from home in various capacities. Planning will continue in new Fiscal Year.

Events, Programming and Outreach

- In collaboration with Lake Forest Public Library, the Library co-hosted annual Read Between the Ravines program series. Featured programs included A Regional Tour of American Indian Culture, Trail Trees on the North Shore, and An Evening with Ursula Pike. The series' main event was hosted at the History Center of Lake Forest Lake Bluff featuring Kim Vigue, Executive Director of the Mitchell Museum, and author Ursula Pike, discussing her book An Indian Among Los Indígenas: A Native Travel Memoir. The event welcomed a total of 48 people.
- During April, the Youth Services Department conducted a total of five storytimes at the Park District Preschool.
- The Library's Seed Library continues to see increased distribution to the community. Seeds from the Seed Library have also been used to cultivate and grow plants for this year's Learning Garden programming.
- Youth Services Manager Eliza Jarvi hosted a book discussion at Lake Forest High School featuring the book The Inheritance Game by Jennifer Lynn Barnes. This series is part of an ongoing partnership developed among the Lake Bluff Public Library, the Lake Forest Public Library and the school librarian at Lake Forest High School.

Building and Maintenance Updates

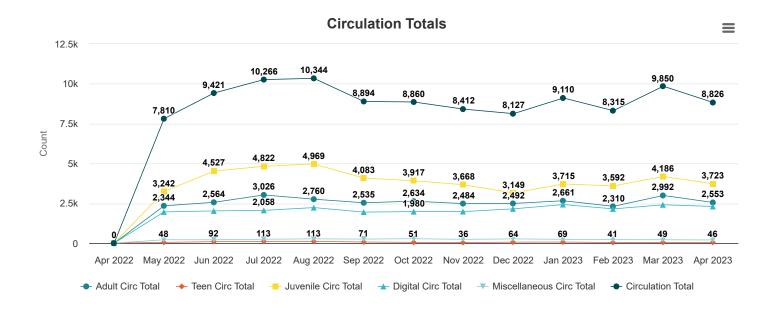
- New book drop assembled and installed.
- First floor staff area sink unclogged.
- New coat hooks installed in Youth Services.
- Got Junk pick-up scheduled and completed.
- New staff desk chairs delivered and assembled.
- Proposal received from LFI for first-floor and second floor furniture requests. Furniture items include powered study tables, replacement computer table, new task chairs, and a new custom computer bar for the second floor.
- Murphy and Miller HVAC work accomplished in HVAC closet next to Director's office; requested proposal for slow start equipment to eliminate mechanical noise.
- Door counter equipment in disrepair; working with SenSource to upgrade equipment that would allow for cloud-based reporting and will reduce staff time for data collection.

Passport Services: End of Year Report

- In total, the Library processed 928 applications in FY22-23.
- The Library's average number of passport applications processed per day was 2.54, an increase from 1.64.
- According to the April 2023 Revenue and Expenditures Report, the Library brought in \$30,916.47 of revenue from
 passport services in FY22-23, after processing fees were calculated, labels were purchased, and postage was
 reimbursed. With expenses taken into account, our net profit was approximately 90.7% of our gross revenue. In
 total, this is \$10,000 more than last fiscal year.
- The Library set a record for highest number of apps per day (13) in November, 2022. The Library met that record twice again in January, 2023.
- On April 6, the Library exceeded \$30,000 in passport revenue for the fiscal year.
- January 2023 was the library's busiest month, with 144 applications processed. September and November came in second and third at 85 and 84 applications respectively.
- From Library Director: The above milestones are tremendous, considering the reduction of the number of available passport agents from 4 to 3 due to FMLA and staffing changes. Customer satisfaction continues to be extremely positive, and applications excel in accuracy. I'd like to share commendations to Passport Agents Anna Fifhause, Katie Horner, and Martha O'Hara. I'd also like to thank all levels of staff who supported increased customer service inquiries about passport services, supported desk coverage during appointments, and provided assistance to their passport agent colleagues in a multitude of ways.

FY 22-23 Circulation Totals

108,235 TOTAL CIRCS

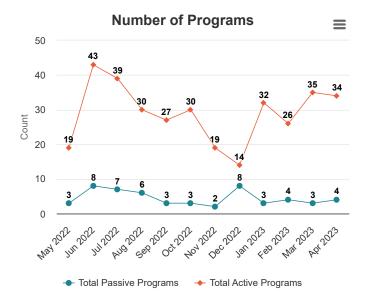


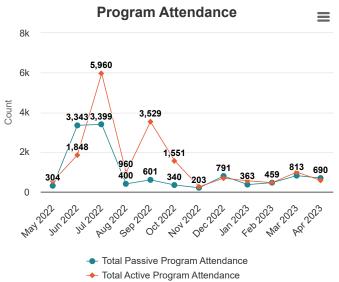
FY 22-23 Visits

48,931 TOTAL VISITS

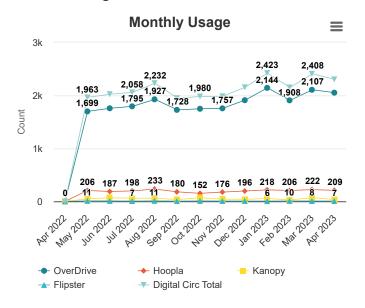


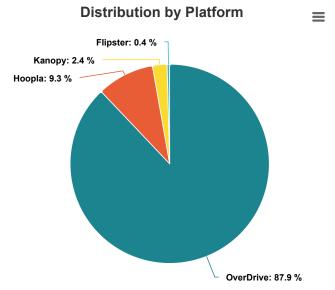
FY 22-23 Programming

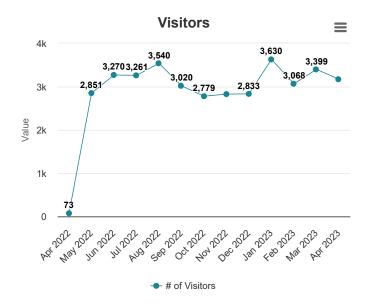


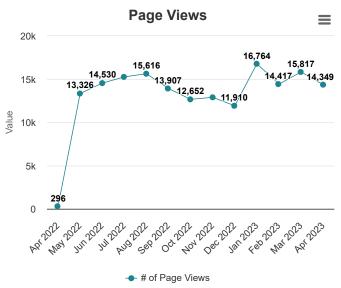


FY 22-23 Digital Collections

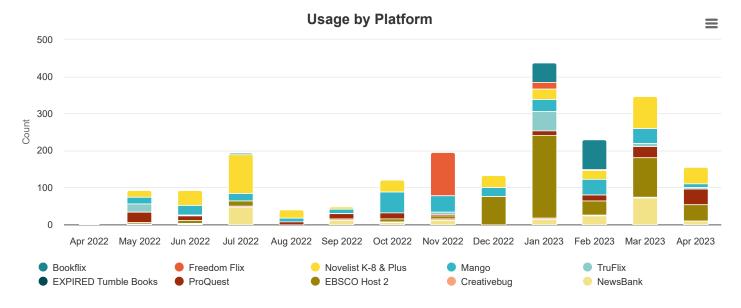








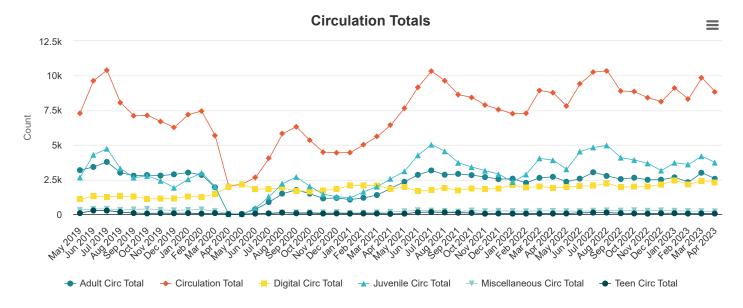
FY 22-23 Database Usage



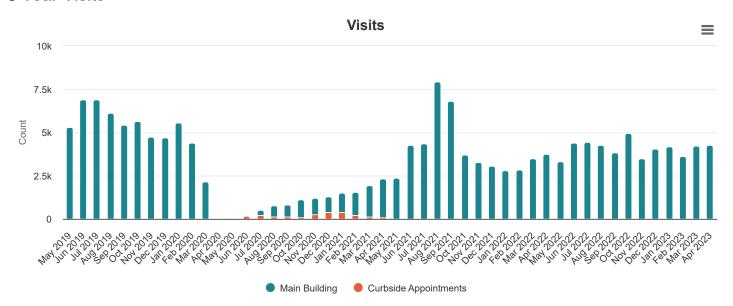
Powered by **Springshare**

3 Year Comparison Graphs

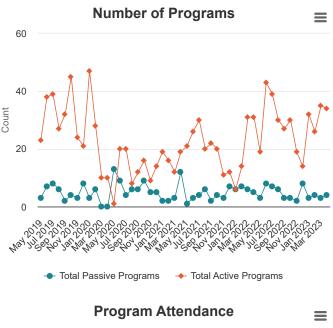
3 Year Circulation Totals

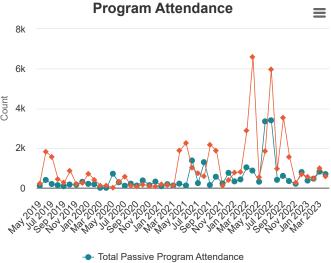


3 Year Visits



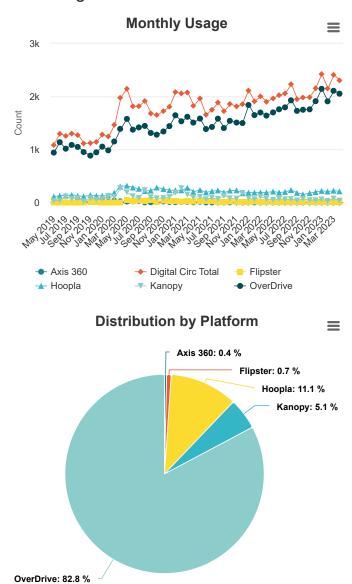
3 Year Programming



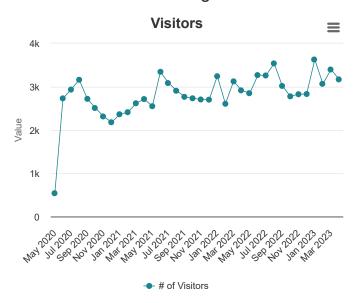


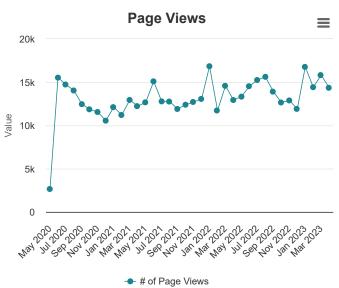
→ Total Active Program Attendance

3 Year Digital Collections



3 Year New Website Usage





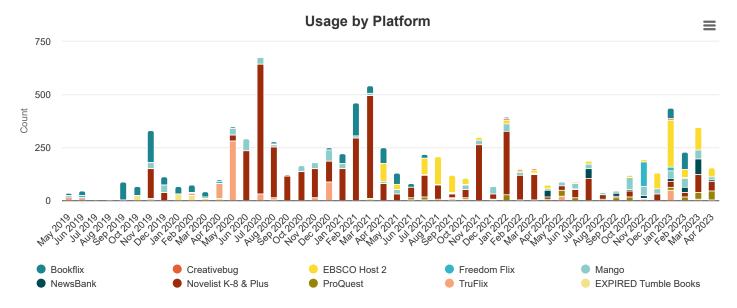
3 Year Previous Website Usage



" 124 " 124 " 124 " 124 " 245

- Page Views

3 Year Database Usage



Powered by **Springshare**



To the Friends of the Lake Bluff Public Library Funding Request Proposal Submitted April, 2023



Funding Request Type: Collection Item: 100 Library-branded tote bags Audience: Children, Teens, Adults

Description and Purpose: Since the collection launched in May 2021, Library-branded tote bags have been checked out an average of 105 times per month. With this high rate of circulation, it's common for the entire collection of tote bags to be checked out at any given time. To address the need, the Library offers paper bags to supplement. With its high usage, the collection has decreased over time because staff are more frequently removing dirty and torn tote bags from circulation. Adding 100 additional bags to the Library's collection would help us meet a very high demand from our patrons and help us with the replacements needed of older bags. This amount will also allow us to make a new supply available on the lower level of the Library in the

Youth Services Department—an improvement that will improve customer service for families carrying multiple items throughout the library. The Friends graciously supported the Library's last purchase of tote bags in 2019. The new tote bags would have the same design, text, and logo and be the same color to match the existing collection.

Total cost: \$1200 (includes estimated shipping charges)

Funding Request Type: Technology & Equipment

Item: New Projector and Cart

Luxor Multimedia Workstation Cart with Locking

Cabinets: \$437.00

EPSON PowerLite 119W Projector with Wireless LAN

Adapter: \$814.00

Audience: Staff and Community Members

Description and Purpose of Projector: The Library's current projector is from 2007. Staff have had difficulty operating it for

longer than an hour. At times, it overheats and the bulb flickers. The current projector is also not bright enough to produce a readable projection when the room lights are on, which is an accessibility concern for staff and community partners during meetings and patrons when they attend programs. With this



new projector, we would add wireless connectivity to improve flexibility for program and reduce staff time with set ups. The new device also has over twice the brightness of the current model, improving accessibility. Updated features in this technology are designed to interface with newer devices, while retaining traditional connection options for older computers, making it an efficient and versatile choice for the meeting room.

Description and Purpose of Cart: The current projector cart is too small to hold all of the technology needed for library programming. It also does not provide any security for that technology. This new cart would provide a significant increase in tabletop space and has locking mechanisms to secure technology when not in use.

Total Cost: \$1251.00

Funding Request Type: Programs

Event: Lake Bluff's Fourth of July Parade Balloons & Supplies

Audience: Children, Teens, Adults

Date: July 4, 2023

Description and Purpose: One of the Library's community engagement goals is to increase visibility and awareness of Lake Bluff Public Library at community events, such as the annual Fourth of July Day Parade. In the past few years,



staff, trustees, volunteers, and their families have participate in the parade to show community spirit. In 2022, the Library hired local balloon artist to create festive garden-themed balloons to carry in the parade to help promote our Summer Reading Club theme "Growing Readers." This year's theme is "Full STEAM Ahead" promoting science, technology, engineering, art and math. With the Friends' generous support, we would like to hire a balloon artist again for the 2023 parade to create engaging and creative designs that will help promote the library and our Summer Reading Club program to the community. In addition, the Library would like to purchase bubble blowers and machines to be used by parade walkers. These would also be used at summer outreach events.

7 bubble blowers at \$27 each: \$162

Balloon artist vendor: \$397.00

Total Cost: \$586.00



Funding Request Type: Programs

Event: Gorton Community Center Movie Night **Audience**: Children, Teens, Adults, Families

Date: August 19, 2023

Description and Purpose: Since 2021, Lake Bluff Public Library has partnered with the Gorton Community Center to offer a community-wide summer movie night. This strong partnership

continues this summer with the event scheduled Saturday, August 19th. The popular Disney movie *Encanto* will be shown indoors at the John Hugest Theatre. Gorton has agreed to allow the Library to host the movie for free to the public. In return, Gorton Community Center will donate staff time and their facility for free as well.

Total Cost: \$450.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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13 PERIOD ENDING 04/30/2023

bb. Bake blaff		ACTIVITY FOR MONTH 04/30/23	ACTIVITY FOR MONTH 04/30/22	YTD BALANCE 04/30/2023	YTD BALANCE 04/30/2022	2022-23	% BDGT
GL NUMBER	DESCRIPTION	INCR (DECR)	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	AMENDED BUDGET	USED
Fund 080 - LAKE BLU	FF PUBLIC LIBRARY						
Revenues PROPERTY TAXES							
080-300-30000	PROPERTY TAX REVENUE	0.00	0.00	1,034,156.96	1,016,815.31	1,032,715.00	100.14
PROPERTY TAXES		0.00	0.00	1,034,156.96	1,016,815.31	1,032,715.00	100.14
CHARGE FOR SERVICES							
080-300-34235	PHOTO-COPY CHARGES	124.05	120.16	1,753.41	1,719.34	2,000.00	87.67
080-300-34250	NON-RESIDENT FEES	757.39	841.32	6,320.24	6,863.02	6,000.00	105.34
080-300-34260	PASSPORT FEES	2,488.28	1,524.24	30,916.47	20,802.83	15,000.00	206.11
CHARGE FOR SERVICES		3,369.72	2,485.72	38,990.12	29,385.19	23,000.00	169.52
FINES/FORFEITS	RENTAL FINES	35.77	36.17	1,456.54	2,743.88	1 000 00	145.65
FINES/FORFEITS	RENIAL FINES	35.77	36.17	1,456.54	2,743.88	1,000.00	145.65
FINES/FORFEIIS		33.77	30.17	1,450.54	2,743.00	1,000.00	143.03
INTERGOVERNMENTAL							
080-300-36200	MISC GRANT REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
080-300-36265	PER CAPITA GRANTS	0.00	(8,439.95)	0.00	0.00	0.00	0.00
INTERGOVERNMENTAL		0.00	(8,439.95)	0.00	0.00	0.00	0.00
MISCELLANEOUS							
080-300-37000 080-300-37010	VILLAGE CONTRIBUTION VLIET OPERATING COST CONTRIB	9,367.70 0.00	9,412.40 0.00	9,367.70 0.00	9,412.40 1,180.00	10,233.00 790.00	91.54 0.00
080-300-37010	SCHOOL DIST 65 IGA	0.00	0.00	1,500.00	1,550.00	1,550.00	96.77
080-300-38310	CONTRIBUTIONS/DONATIONS	0.00	0.00	0.00	288.02	0.00	0.00
080-300-38315 080-300-38316	RESTRICTED DONATIONS RESTRICTED GRANTS	0.00	0.00	0.00	7,236.69 0.00	0.00	0.00
080-300-38800	NAPERVILLE (IMPACT) FEE	0.00	0.00	0.00	2,159.36	0.00	0.00
080-300-38850	LICENSE RENEWALS	49.23	158.46	(13.59)	102.82	1,000.00	(1.36)
080-300-38900	MISCELLANEOUS INCOME	449.05	1,896.05	5,780.33	24,930.62	25,000.00	23.12
MISCELLANEOUS		9,865.98	11,466.91	16,634.44	46,859.91	38,573.00	43.12
INVESTMENT INCOME							
080-300-37500	INTEREST EARNINGS	2,204.02	168.17	20,740.82	473.00		8,296.33
INVESTMENT INCOME		2,204.02	168.17	20,740.82	473.00	250.00	8,296.33
TOTAL REVENUES		15,475.49	5,717.02	1,111,978.88	1,096,277.29	1,095,538.00	101.50
Expenditures							
SALARIES		05 550 4 3	10 000 00	004 010 56	151 645 45	010 000 00	106 55
080-603-40025 080-603-40030	LIBRARIAN SALARIES STAFF SALARIES	25,576.16 36,179.62	12,806.32 34,428.55	224,213.56 343,616.63	151,645.47 395,268.71	210,000.00 368,000.00	106.77 93.37
SALARIES	011111 01111111111111111111111111111111	61,755.78	47,234.87	567,830.19	546,914.18	578,000.00	98.24
DDD 0.0111-1							
PERSONNEL 080-603-40400	MEDICAL INSURANCE	7,328.79	9,383.86	65,127.04	112,587.55	86,000.00	75.73
080-603-40900	OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00	250.00	0.00
PERSONNEL		7,328.79	9,383.86	65,127.04	112,587.55	86,250.00	75.51

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 04/30/2023

ACTIVITY FOR ACTIVITY FOR YTD BALANCE YTD BALANCE MONTH 04/30/23 MONTH 04/30/22 04/30/2023 04/30/2022 2022-23 % BDGT GL NUMBER DESCRIPTION INCR (DECR) INCR (DECR) NORM (ABNORM) NORM (ABNORM) AMENDED BUDGET USED Fund 080 - LAKE BLUFF PUBLIC LIBRARY Expenditures RETIREMENT 080-603-40970 EMPLOYER FICA TAX 4,689.20 4,122.08 43,023.24 41,775.41 40,000.00 107.56 080-603-40980 IMRF RETIREMENT CONTRIBUTION 1,995.95 2,528.67 23,739.71 30,561.33 31,000.00 76.58 66,762.95 72,336.74 94.03 6,685.15 6,650.75 71,000.00 RETIREMENT CONTRACTUAL 080-603-41000 4,258.00 2.856.25 36,764.74 33,535.75 34,000.00 108.13 MAINTENANCE-BUILDING 1,247.00 1,198.00 1,500.00 080-603-41020 ELEVATOR MAINTENANCE 0.00 0.00 83.13 080-603-41050 MAINTENANCE-GROUNDS 1,610.00 1,155.00 7,050.00 7,139.98 6,500.00 108.46 080-603-41300 COMPUTER SERVICES 0.00 0.00 14,385.00 14,690.00 14,000.00 102.75 080-603-41301 COMPUTER SERVICES/DO NOT USE 0.00 0.00 0.00 0.00 0.00 0.00 4,000.00 080-603-41313 COPIER MAINTENANCE/SUPPLIES 660.00 537.00 3,879.65 3,603.90 96.99 080-603-41314 OTHER PROFESSIONAL/CONTRACTUAL 522.90 5,518.82 7,162.97 15,720.47 10,000.00 71.63 109.06 080-603-41345 MARKETING 0.00 0.00 545.28 0.00 500.00 127.50 080-603-41350 LEGAL SERVICES 562.50 0.00 1,912.50 3,262.50 1,500.00 080-603-42400 PROFESSIONAL DEVELOPMENT 0.00 0.00 2,956.19 120.00 3,000.00 98.54 CONTRACTUAL 7,613.40 10.067.07 75,903,33 79,270,60 75,000.00 101.20 COMMODITIES 080-603-42440 DUES 0.00 0.00 1,856.27 1,615.60 2,500.00 74.25 86.13 080-603-43230 UTILITIES 572.79 525.18 8,613.42 8,624.41 10,000.00 5,000.00 080-603-43300 POSTAGE 564.35 318.04 8,067.68 5,994.69 161.35 080-603-43410 PRINTING/E-NEWSLETTER 29.99 29.99 12,725.88 8,890.88 10,000.00 127.26 120.56 430.80 6,838.40 7,891.58 7,000.00 97.69 080-603-43550 OFFICE SUPPLIES MAINTENANCE SUPPLIES-BUILDING 0.00 35.94 1,483.35 2,059.35 1,500.00 98.89 080-603-43660 080-603-43668 TECHNICAL SERVICES SUPPLIES 214.48 101.30 3,628.76 4,977.20 5,500.00 65.98 080-603-43700 HOSPITALITY PROGRAM SUPPLIES 275.33 0.00 1,130.88 479.15 500.00 226.18 50.00 137.34 6,509.49 7,550.33 8,000.00 080-603-43710 ADULT PROGRAM SUPPLIES 81.37 0.00 479.43 6,667.57 7,000.00 89.52 080-603-43720 JUVENILE PROGRAM SUPPLIES 6,266.73 080-603-43730 OUTREACH SUPPLIES 75.22 1,652.54 2,990.24 4,774.51 5,500.00 54.37 0.00 0.00 315.60 764.93 1,250.00 25.25 080-603-43740 TEEN PROGRAM SUPPLIES 080-603-46100 MISCELLANEOUS EXPENSES 25.20 25.10 3,072.30 414.09 1,000.00 307.23 080-603-48001 EXPENSES FR RESTRICTED DONATIO 0.00 0.00 0.00 0.00 0.00 0.00 COMMODITIES 1,927.92 3,735.66 63,499.00 60,704.29 64,750.00 98.07 PROGRAMS 080-603-44810 PER CAPITAL GRANT EXPENDITURES 0.00 0.00 0.00 5,718.84 0.00 0.00 PROGRAMS 0.00 0.00 0.00 5.718.84 0.00 0.00 LIBRARY MATERIALS 080-603-45000 ADULT NON-FICTION BOOKS 678.53 181.57 12,327.25 16,507.48 17,000.00 72.51 080-603-45100 ADULT FICTION BOOKS 293.72 207.25 15,344.54 15,275.01 15,500.00 99.00 607.96 080-603-45110 ADULT LARGE PRINT MATERIAL 74.16 18.53 519.71 600.00 86.62 080-603-45200 ADULT AUDIO VISUAL MATERIAL 562.42 1,191.35 11,109.07 12,453.53 15,500.00 71.67 080-603-45220 496.09 451.44 17,594.83 17,093.50 20,000.00 87.97 ADULT REFERENCE/E-REFER 080-603-45400 JUVENILE NON-FICTION 0.00 0.00 7,960.13 9,782.76 12,000.00 66.33 080-603-45410 27.47 15.03 8,457.03 7,441.04 8,000.00 105.71 PICTURE BOOKS, READERS JUVENILE FICTION 080-603-45420 208.24 47.15 4,537.32 8,313.55 8,000.00 56.72 24.99 0.00 507.63 3,141.27 3,000.00 16.92 080-603-45430 JUVENILE AUDIO-VISUAL 1,835.00 68.90 080-603-45440 JUVENILE E-REFERENCE 0.00 0.00 1,378.00 2,000.00 080-603-45445 JUVENILE KITS & DEVICES 49.67 0.00 503.02 0.00 3,000.00 16.77 TEEN BOOKS 080-603-45450 0.00 18.68 1,783.31 2,221.02 2,500.00 71.33 1,512.63 99.90 080-603-45460 E-BOOKS 1,238.67 18,980.29 16,941.34 19,000.00

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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1,095,538.00

1,095,538.00

0.00

101.50

100.00

93.14

User: rgrassi DB: Lake Bluff

TOTAL REVENUES

TOTAL EXPENDITURES

NET OF REVENUES & EXPENDITURES

PERIOD ENDING 04/30/2023

ACTIVITY FOR YTD BALANCE YTD BALANCE ACTIVITY FOR MONTH 04/30/23 MONTH 04/30/22 04/30/2023 04/30/2022 2022-23 % BDGT GL NUMBER DESCRIPTION NORM (ABNORM) INCR (DECR) INCR (DECR) NORM (ABNORM) AMENDED BUDGET USED Fund 080 - LAKE BLUFF PUBLIC LIBRARY Expenditures 080-603-45470 308.39 0.00 612.67 822.03 750.00 81.69 GRAPHIC NOVELS 080-603-45500 PERIODICALS 0.00 0.00 7,854.65 6,819.63 6,750.00 116.37 080-603-45510 VIDEO GAMES (0.11)239.85 3,241.81 3,438.13 3,500.00 92.62 TRENDING TITLES 107.80 798.56 768.90 2,000.00 39.93 080-603-45520 64.28 080-603-45600 19.99 35.73 6,216.88 9,042.48 10,750.00 57.83 PATRON & STAFF SOFTWARE 080-603-45610 LIBRARY AUTOMATION SOFTWARE 0.00 0.00 22,500.00 21,950.00 22,000.00 102.27 LIBRARY MATERIALS 4,320.47 3,753.05 142,226.70 154,454.63 171,850.00 82.76 CAPITAL EXPENSES 080-603-50100 LIBRARY FURNISHINGS 0.00 0.00 21,188.74 1,188.54 5,000.00 423.77 0.00 0.00 6,000.00 0.00 080-603-51200 EXT BUILDING IMPROVEMENTS 0.00 20,723.14 080-603-58100 COMPUTER EQUIPMENT 0.00 91.94 17,470.98 317.14 19,000.00 91.95 080-603-58270 OTHER EQUIPMENT 0.00 0.00 332.22 282.02 1,000.00 33.22 0.00 91.94 22,510.84 125.78 CAPITAL EXPENSES 38,991.94 31,000.00 CONTINGENCY 080-603-70000 CONTINGENCY 0.00 0.00 0.00 0.00 1,688.00 0.00 0.00 0.00 0.00 0.00 1,688.00 0.00 CONTINGENCY TRANSFER TO OTHER FUND 0.00 0.00 080-603-71000 INTERFUND TRANSFER TO RESERVE 0.00 0.00 16,000.00 0.00 TRANSFER TO OTHER FUND 0.00 0.00 0.00 0.00 16,000.00 0.00 TOTAL EXPENDITURES 89,631.51 80,917.20 1,020,341.15 1,054,497.67 1,095,538.00 93.14 Fund 080 - LAKE BLUFF PUBLIC LIBRARY:

15,475.49

89,631.51

(74.156.02)

5,717.02

80,917.20

(75,200.18)

1,111,978.88

1,020,341.15

91,637.73

1,096,277.29

1,054,497.67

41.779.62

TOTAL REVENUES - ALL FUNDS

TOTAL EXPENDITURES - ALL FUNDS

NET OF REVENUES & EXPENDITURES

REVENUE AND EXPENDITURE REPORT FOR LAKE BLUFF VILLAGE

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PERIOD ENDING 04/30/2023

DB: Lake Bluff		PERIOD ENDING	G 04/30/2023				
GL NUMBER	DESCRIPTION	ACTIVITY FOR MONTH 04/30/23 INCR (DECR)	ACTIVITY FOR MONTH 04/30/22 INCR (DECR)	YTD BALANCE 04/30/2023 NORM (ABNORM)	YTD BALANCE 04/30/2022 NORM (ABNORM)	2022-23 AMENDED BUDGET	% BDGT USED
Fund 082 - LIBRARY	GRANTS & GIFTS FUND						
Revenues INTERGOVERNMENTAL							
082-300-36200	GRANT REVENUE	0.00	0.00	0.00	0.00	1,000.00	0.00
082-300-36263	STATE PER CAPITA GRANT	0.00	8,283.60	8,283.60	8,283.60	8,439.95	98.15
INTERGOVERNMENTAL		0.00	8,283.60	8,283.60	8,283.60	9,439.95	87.75
MISCELLANEOUS							
082-300-38300	UNRESTRICTED DONATIONS/CONTRIB	1.61	16.65	2,000.46	659.83	15,000.00	13.34
082-300-38315	RESTRICTED DONATIONS	0.00	0.00	91,927.72	688.11	2,000.00	
MISCELLANEOUS		1.61	16.65	93,928.18	1,347.94	17,000.00	552.52
INVESTMENT INCOME							
082-300-37500	INTEREST EARNINGS	0.00	0.00	0.00	0.00	0.00	0.00
INVESTMENT INCOME		0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES		1.61	8,300.25	102,211.78	9,631.54	26,439.95	386.58
Expenditures							
PROGRAMS							
082-603-44810 082-603-44825	PER CAPITAL GRANT EXPENDITURES MISC. GRANT EXPENDITURES	944.67 0.00	887.13 0.00	8,023.81 0.00	2,162.00 0.00	8,439.95 1,000.00	95.07 0.00
PROGRAMS	MISC. GRANI EXFENDITORES	944.67	887.13	8,023.81	2,162.00	9,439.95	85.00
TROOTURIS		311.07	007.13	0,020.01	2,102.00	3, 133.33	00.00
Unclassified		005.00	0.00	00 005 55	10.050.00	45 000 00	500.06
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	226.03	0.00	88,885.55	10,079.82	17,000.00	522.86
Unclassified		226.03	0.00	88,885.55	10,079.82	17,000.00	522.86
TOTAL EXPENDITURES		1,170.70	887.13	96,909.36	12,241.82	26,439.95	366.53
	GRANTS & GIFTS FUND:	1 (1	9 300 05	100 011 70	0 631 54	26 420 05	306 50
TOTAL REVENUES TOTAL EXPENDITURES		1.61 1,170.70	8,300.25 887.13	102,211.78 96,909.36	9,631.54 12,241.82	26,439.95 26,439.95	386.58 366.53
NET OF REVENUES & I	EXPENDITURES	(1,169.09)	7,413.12	5,302.42	(2,610.28)	0.00	100.00

15,477.10

90,802.21

(75,325.11)

1,214,190.66 1,117,250.51

96,940.15

1,105,908.83

1,066,739.49

39,169.34

1,121,977.95

1,121,977.95

108.22

0.00 100.00

99.58

14,017.27

81,804.33

(67,787.06)

05/12/2023 04:17 PM User: rgrassi DB: Lake Bluff

CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF CHECK DATE FROM 04/19/2023 - 05/17/2023

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Banks: LIBCK

DB: Lake Blu	ff		EILEGR DATE PRO	Banks: LIBCK		14
Check Date	Bank	Check #	Payee	Description	GL #	Amount
05/08/2023	LIBC K	15579	AMAZON CAPITAL SERVICES	TECHNICAL SERVICES SUPPLIES	080-603-43668	146.86
		15579		HOSPITALITY PROGRAM SUPPLIES	080-603-43700	275.33
		15579		ADULT NON-FICTION BOOKS	080-603-45000	56.18
		15579		ADULT FICTION BOOKS	080-603-45100	138.94
		15579		ADULT AUDIO VISUAL MATERIAL	080-603-45200	480.44
		15579		JUVENILE FICTION	080-603-45420	208.24
		15579		JUVENILE KITS & DEVICES	080-603-45445	49.67
		15579		VIDEO GAMES	080-603-45510	(0.11)
		15579		TRENDING TITLES	080-603-45520	64.28
						1,419.83
05/08/2023	LIBC K	15580	BAKER & TAYLOR ENTERTAINMENT	TECHNICAL SERVICES SUPPLIES	080-603-43668	67.62
		15580		ADULT NON-FICTION BOOKS	080-603-45000	622.35
		15580		ADULT FICTION BOOKS	080-603-45100	154.78
		15580		ADULT LARGE PRINT MATERIAL	080-603-45110	74.16
		15580		PICTURE BOOKS, READERS	080-603-45410	27.47
		15580		GRAPHIC NOVELS	080-603-45470	308.39
						1,254.77
05/08/2023	LIBC K	15581	CHINESE INTERCULTURAL, LLC	ADULT PROGRAM SUPPLIES	080-603-43710	280.00
05/08/2023	LIBC K	15582	COLLEY ELEVATOR COMPANY	ELEVATOR MAINTENANCE	080-603-41020	244.00
05/08/2023	LIBC	15583	COMPUTER VIEW, INC.	COMPUTER SERVICES		** VOIDED **
05/08/2023	LIBC	15584	CONSTANCE MARTIN L.	USE OF DON FROM FRIENDS FOR PROGRAMMI		** VOIDED **
05/08/2023	LIBC K	15585	CRYSTAL MAINTENANCE SERVICES CORP	BUILDG MAINT/CLEANING SERVICES FOR APRIL	080-603-41000	710.00
05/08/2023	LIBC	15586	DAWN BETTS-GREEN	ADULT PROGRAM SUPPLIES	080-603-43710	250.00
05/08/2023	LIBC K	15587	EBSCO SUBSCRIPTION SERVICES	ADULT REFERENCE/E-REFER	080-603-45220	397.77
05/08/2023	LIBC	15588	FIRST BANKCARD	MAINTENANCE-BUILDING/METRO STORAGE	080-603-41000	108.00
		15588		PATRON & STAFF SOFTWARE/ADOBE ACROPRO		19.99

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Check Date	Bank	Check #	Payee	Description	GL #	Amount
		15588		MISCELLANEOUS EXPENSES/PAYPAL	080-603-46100	25.20
						153.19
05/08/2023	LIBC	15589	FIRST BANKCARD	ADULT PROGRAM SUPPLIES	080-603-43710	50.00
05/08/2023	LIBC	15590	FIRST BANKCARD	MAINTENANCE-BUILDING/GOT-JUNK	080-603-41000	729.00
		15590		COPIER MAINTENANCE/SUPPLIES	080-603-41313	660.00
		15590		OTHER PROFESSIONAL/WEBSITE MAINTENANC	080-603-41314	522.90
						1,911.90
05/08/2023	LIBC	15591	FIRST BANKCARD	OUTREACH SUPPLIES/	080-603-43730	25.22
		15591		OUTREACH SUPPLIES/TRIVIA PRIZE	080-603-43730	50.00
		15591		PER CAPITAL GRANT EXPENDITURES/FACEBO	082-603-44810	25.00
		15591		USE OF DONATIONS/DAVEY DON/SEED PACKE	082-603-99999	126.78
		15591		USE OF DONATIONS/DAVEY DON/SEEDS	082-603-99999	99.25
						326.25
05/08/2023	LIBC	15592	FIRST BANKCARD	POSTAGE/PASSPORTS	080-603-43300	564.35
		15592		PRINTING/E-NEWSLETTER/ADOBE	080-603-43410	29.99
		15592		OFFICE SUPPLIES/LABELS FOR PASSPORTS	080-603-43550	66.55
						660.89
05/08/2023	LIBC	15593	GARY LEVIN	MAINTENANCE-BUILDING	080-603-41000	175.00
05/08/2023	LIBC K	15594	GRANITE TELECOMMUNICATIONS	UTILITIES	080-603-43230	427.36
05/08/2023	LIBC	15595	GREEN MINDS LFLB	ADULT PROGRAM SUPPLIES	080-603-43710	200.00
05/08/2023	LIBC K	15596	INNOVATIVE INTERFACES, INC.	LIBRARY AUTOMATION SOFTWARE	080-603-45610	22,500.00
05/08/2023	LIBC	15597	ISAURO REYES	MAINTENANCE-GROUNDS	080-603-41050	1,610.00
05/08/2023	LIBC	15598	JASMIN CARDENAS	JUVENILE PROGRAM SUPPLIES	080-603-43720	390.00
05/08/2023	LIBC	15599	JIM GIBBONS	ADULT PROGRAM SUPPLIES	080-603-43710	300.00
05/08/2023	LIBC	15600	KANOPY, INC.	ADULT REFERENCE/E-REFER	080-603-45220	57.00
05/08/2023	LIBC K	15601	LAKE BLUFF 4TH OF JULY COMMITTEE	OUTREACH SUPPLIES	080-603-43730	100.00

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF CHECK DATE FROM 04/19/2023 - 05/17/2023

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GT. # Check Date Bank Check # Payee Description Amount 05/08/2023 LIBC 15602 LEZLIE LENZ GRAPHICS ADULT PROGRAM SUPPLIES 150.00 080-603-43710 05/08/2023 LIBC 15603 MARCIA LAUTANEN-RALEIGH ADULT PROGRAM SUPPLIES 080-603-43710 200.00 K JUVENILE PROGRAM SUPPLIES 05/08/2023 LIBC 15604 MARK HAMILTON 080-603-43720 450.00 05/08/2023 LIBC 15605 MIDWEST MECHANICAL MAINTENANCE-BUILDING 080-603-41000 2,536.00 05/08/2023 LIBC 15606 MIDWEST TAPE LLC ADULT AUDIO VISUAL MATERIAL 080-603-45200 81.98 15606 ADULT REFERENCE/E-REFER 080-603-45220 439.09 521.07 05/08/2023 LIBC 15607 NATASHA LEHRER LEWIS ART USE OF DON FROM FRIENDS FOR 082-603-99999 384.00 K PROGRAMMING 05/08/2023 LIBC 15608 NICHOLAS BARTHOLOMEW ADULT PROGRAM SUPPLIES 080-603-43710 325.00 05/08/2023 LIBC 15609 080-603-43230 145.43 NORTH SHORE WATER RECLAMATION UTILITIES K 05/08/2023 LIBC 15610 OVERDRIVE , INC E-BOOKS 080-603-45460 1,947.67 15610 PER CAPITAL GRANT EXPENDITURES 082-603-44810 1,916.88 3,864.55 05/08/2023 LIBC 15611 080-603-41350 562.50 PEREGRINE, STIME, NEWMAN, LEGAL SERVICES K 05/08/2023 LIBC 15612 PLAYAWAY PRODUCTS LLC JUVENILE AUDIO-VISUAL 080-603-45430 24.99 MAINTENANCE SUPPLIES-BUILDING 50.13 05/08/2023 LIBC 15613 OUILL LLC 080-603-43660 05/08/2023 LIBC 15614 SCOTT INGERSON JUVENILE PROGRAM SUPPLIES 080-603-43720 350.00 05/08/2023 660.00 LIBC 15615 TECH SYSTEMS, INC MAINTENANCE-BUILDING 080-603-41000 15615 MAINTENANCE-BUILDING/SUMPS 080-603-41000 432.00 1,092.00 05/08/2023 TIBC 15616 USA TODAY PERIODICALS 080-603-45500 68.00 05/08/2023 LIBC 15617 ZOOBEAN INC PATRON & STAFF SOFTWARE 080-603-45600 805.50 TOTAL - ALL FUNDS TOTAL OF 39 CHECKS (2 voided) 44,947.13

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CHECK DISBURSEMENT REPORT FOR VILLAGE OF LAKE BLUFF CHECK DATE FROM 04/19/2023 - 05/17/2023

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Check Date Bank Check	k # Payee	Description	GL #	Amount
080-603-41000	MAINTENANCE-BUILDING	5,350.00		
080-603-41020	ELEVATOR MAINTENANCE	244.00		
080-603-41050	MAINTENANCE-GROUNDS	1,610.00		
080-603-41313	COPIER MAINTENANCE/SUPPLIES	660.00		
080-603-41314	OTHER PROFESSIONAL/CONTRACTUAL	522.90		
080-603-41350	LEGAL SERVICES	562.50		
080-603-43230	UTILITIES	572.79		
080-603-43300	POSTAGE	564.35		
080-603-43410	PRINTING/E-NEWSLETTER	29.99		
080-603-43550	OFFICE SUPPLIES	66.55		
080-603-43660	MAINTENANCE SUPPLIES-BUILDING	50.13		
080-603-43668	TECHNICAL SERVICES SUPPLIES	214.48		
080-603-43700	HOSPITALITY PROGRAM SUPPLIES	275.33		
080-603-43710	ADULT PROGRAM SUPPLIES	1,755.00		
080-603-43720	JUVENILE PROGRAM SUPPLIES	1,190.00		
080-603-43730	OUTREACH SUPPLIES	175.22		
080-603-45000	ADULT NON-FICTION BOOKS	678.53		
080-603-45100	ADULT FICTION BOOKS	293.72		
080-603-45110	ADULT LARGE PRINT MATERIAL	74.16		
080-603-45200	ADULT AUDIO VISUAL MATERIAL	562.42		
080-603-45220	ADULT REFERENCE/E-REFER	893.86		
080-603-45410	PICTURE BOOKS, READERS	27.47		
080-603-45420	JUVENILE FICTION	208.24		
080-603-45430	JUVENILE AUDIO-VISUAL	24.99		
080-603-45445	JUVENILE KITS & DEVICES	49.67		
080-603-45460	E-BOOKS	1,947.67		
080-603-45470	GRAPHIC NOVELS	308.39		
080-603-45500	PERIODICALS	68.00		
080-603-45510	VIDEO GAMES	(0.11)		
080-603-45520	TRENDING TITLES	64.28		
080-603-45600	PATRON & STAFF SOFTWARE	825.49		
080-603-45610	LIBRARY AUTOMATION SOFTWARE	22,500.00		
080-603-46100	MISCELLANEOUS EXPENSES	25.20		
082-603-44810	PER CAPITAL GRANT EXPENDITURES	1,941.88		
082-603-99999	USE OF DONATIONS/TEMPORARY EXP	610.03		
	TOTAL	44,947.13		

RESOLUTION NO. 2023-05-16-C

Resolution Adopting Prevailing Wage Rates Lake Bluff Public Library

WHEREAS, the State of Illinois has a Prevailing Wage Act (the Act), 820 ILCS 130/0.01, et seq.; and

WHEREAS, the Act requires that the Board of Library Trustees ascertain the prevailing rate of wages in the locality of the Library for laborers, mechanics and other workers performing construction of public works for the Library.

NOW, THEREFORE, BE IT RESOLVED by the Board of Library Trustees as follows:

SECTION 1: The general prevailing rate of wages in this locality is hereby ascertained to be the same as the prevailing wage rate for construction work in Lake County as determined by the Department of Labor of the State of Illinois.

SECTION 2: The Board Secretary shall:

- a) Keep this Resolution available for inspection in the main office of the Library;
- b) Promptly file a certified copy of this Resolution with the Secretary of State and the Department of Labor of the State of Illinois;
- c) Cause to be published in a newspaper of general circulation a notice of this Library action;
- d) Mail a copy of this Resolution to any employer and to any association of employers and to any person or association of employees who have filed their names and addresses requesting copies of this determination.

SECTION 3: This Resolution shall be in full force and effect from and after its passage and approval.

PAS	SED by the Board of Library T	Trustees on the 16th day of May, 2023 by a vote of:
YEAS:		
NAYS:		
ABSENT O	R NOT VOTING:	
		President The Board of Library Trustees of the Lake Bluff Public Library
ATTEST:	Secretary The Board of Library Trusto Lake Bluff Public Library	ees of the
(SEAL)		



FY 2023-2024 Work Plan

Administration

- Complete onboarding process for two new Lake Bluff Public Library Trustees
- Review and revise the following Library policies for Board review and approval
 - Computer Use Policy
 - Wireless Network Usage Policy
 - Safe Child Policy
 - Library User Conduct Policy
 - Personnel Policy
 - Meeting Room Policy
- Create a new Long Range Plan for Lake Bluff Public Library
 - Determine timeline for development and implementation
 - Develop process
 - o Identify audience groups for engagement (Library Board, Library Staff, Patrons, etc.)
 - Determine methods for community engagement (focus groups, online survey, interviews, etc.)
 - Review and consider revising Mission Statement and Values Statement
 - Determine quantitative and qualitative data for ongoing evaluation and reporting
 - o Develop communication plan for implementation
- Complete a communication audit analyzing various staff communication platforms; evaluate and improve opportunities for streamlining communication
- Review and revise staff documentation and training for staff for:
 - Passport Services
 - Book Bike
 - Seed Library
- Evaluate current processes for bookkeeping; determine what can be digitized; reduce redundancies and paper records
- Evaluate organization's paper records, determine opportunities for digitization and shredding, and update record retention standards

Building and Grounds

- Develop Capital Planning document for Lake Bluff Public Library; identify short-term and longterm building needs
- Complete Site Evaluation and Accessibility Survey with Engberg Anderson Architects
- Work with Library Furniture International (LFI) to support the acquisition of new furniture throughout the building
- Develop a proposal for increasing access to menstruation products in library restrooms in collaboration with national non-profit organization AuntFlow

Collections

- Draft procedural documents describing current best practices for purchasing and weeding collections
- Evaluate and improve Advantage Plus sharing procedure; determine how it can be incorporated into regular collection development workflow; implement changes
- Support "low-to-now" cataloging backlog and support procedural improvement
- Complete building-wide relabeling project for library materials
- Develop juvenile non-fiction collection to enhance support of local school curriculum
- Research Playaways and determine whether they would be an appropriate addition to Adult A/V collection
- Develop and implement new circulating collection of Yoto Player audio devices for kids

Community Engagement & Outreach

- Identify desired goals and outcomes for Seed Library service; develop an evaluation for users of Seed Library and evaluate quantitative and qualitative statistics gathered
- Explore new partnerships with partners to expand awareness and usage of Seed Library

Personnel

- Create and update documents and procedures related to succession planning
- Identify and pursue professional development opportunities for levels of all staff
- Create library-wide standards and best practices for expectations for all Lake Bluff Public Library staff customer service skills
- Explore cross-training opportunities to support library's ongoing needs in the areas of desk coverage and acquisitions
- Add one additional Notary to staff; support staff training and certification
- Assess job responsibilities, scope jobs and create new job descriptions for Librarian, Associate and Shelver job classes
- Explore opportunities for standardized customer service training for staff onboarding

Programs

- Explore opportunities for underserved or not-served groups in the Lake Bluff library communities
- Increase program opportunities for older elementary children
- Identify desired goals and outcomes for Learning Garden programming; evaluate quantitative and qualitative statistics gathered
- Explore new partnerships, programming opportunities and expanded services to reach new audience groups with Learning Garden
- Increase reach and impact of Library's Teen Volunteer Program

Technology

- Create opportunities for staff development in learning various technologies and software programs
- Develop Technology Plan for Lake Bluff Public Library; identify short-term and long-term technology needs for the Library
- Complete phased implementation of Microsoft 365 for staff and public computers
- Identify transition plan to remove PCs in the Youth Services Department; research and implement iPads featuring reading and learning app-based games and activities for a wide variety of age groups and interests